



# Onondaga County Board of Elections

## *Election Inspector Certification Course*

Revised 2/3/16



# Welcome

from Commissioners  
Helen Kiggins Walsh and Dustin Czarny

As an Election Inspector, you play an important part in the process that enables citizens to exercise their constitutional right to vote.

The success or failure of the election process depends to a great extent on how well you carry out your responsibilities at the polls.

The work of an Inspector can be difficult and tiring, but when you have done the job well, you will know that the voters of your election district have been well served.

On their behalf, and on behalf of all of Onondaga County's citizens *we thank you for your service.*

# Introduction

Election inspectors must reside within the County in which they will serve. Appointments for these positions are equally divided between the major political parties (Republicans and Democrats). **The chair of their political parties recommends the inspectors.** The Commissioners appoint inspectors for a one year term.

Inspectors are required to attend a mandatory training session and pass an examination each year. Training sessions are required so that the inspectors actually handle all paperwork used at a polling site.

**ALL** inspectors must pass the test to be appointed for a one year term.

# Responsibilities and Qualifications of Election Inspectors

**Elections must be conducted in a fair and impartial manner, according to the requirements of the New York State Election Law.** As an Election Inspector, these are two of your most important responsibilities - *making sure that ALL eligible voters exercise their right to vote, and that the law is applied uniformly.*

This may seem difficult when you're working at the polling site for many reasons. Certain voters can present problems, Election Law and policy change over time. It is important to be thorough in your work. **Always keep in mind that as an Inspector, you are performing an important service for the public.**

# Inspector Qualifications

## To Serve as an Inspector, you must:

- **Be a registered voter** and a resident of the county in which you will work.
- **Be able to clearly speak, read, and write** the English language.
- **Be certified as an Inspector** by the County Board of Elections after having attended an official training class and pass the written exam.
- **Not hold any public elective office** or be a candidate for any public office or party position to be voted on by voters of the district in which you will work.
- **Not be a spouse, parent or child** of a **candidate running** for office in the district in which you will work.

# Inspector's Overall Duties

You should be **familiar with:**

- Qualification of voters pursuant to Election Law and BOE Policies
- The casting of emergency and affidavit ballots
- Processing a court order
- Properly filling out the Statement of Canvass and Ballot Transmittal forms
- General knowledge of Election Law as it relates to poll site operation and voting

# Oath of Election Inspector

I do solemnly swear I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Office of Inspector of Elections for the County of Onondaga, New York, according to the best of my ability.

I do further solemnly swear [or affirm] that I will not in any manner request or seek to persuade or induce any elector to vote any particular ticket, or for any particular candidate, and that I will not keep or make memoranda or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by any elector, or which ticket he has voted, or anything occurring within the voting booth, except when I may be called upon to testify in a judicial proceeding for violation of the Election Law.

# Prohibited Practices

Under New York Election Law it is a felony punishable by fine, imprisonment or both for a Poll Worker to:

- Destroy, remove, alter or mark ballots
- Campaign, distribute campaign literature, knowingly and willfully permit campaign literature to be present or electioneer at the polls
- Commit- or even knowingly permit- fraud of any kind during the election
- Threaten or intimidate voters
- Knowingly permit an unqualified voter to vote, or permit someone to vote more than once
- Intentionally make or attempt to make a false canvass of the ballots
- Communicate with others regarding someone's vote or unfold a ballot prepared for voting

## Prohibited Practices Continued

- Unless the voter requests assistance, do **NOT** enter a privacy booth with a voter
- Destroy or alter the list of voters, the registration poll ledgers, challenges or affidavits
- When helping a voter who has requested assistance in voting, induce the voter to vote a certain way, reveal a vote, or keep a record of anything that occurred
- Knowingly deny a qualified voter the right to cast his or her ballot
- Under the Voting Rights Act, it is illegal to:  
Discriminate against voters or candidates on the basis of race or color or language or to administer the election on different terms for the different racial groups, even without the intention to discriminate

# Types of Inspectors

Polling sites with three or more Election Districts will have a ***POLL SITE MANAGER***

The manager responsibilities are:

- Must be willing to travel
- Arrive 1 hr before the polls open
- Assigning inspectors to their election district (1 Republican -1 Democrat per table)
- Assigning work to all inspectors in the site
- Oversee that the voting machine is up and running
- Direct voters to the correct election district (in the absence of a Gatekeeper)
- Oversee the work of the VSS and Regular Inspectors
- Fill in where needed (such as breaks, etc)
- Make sure pay vouchers for Inspectors and Gatekeepers are signed and returned to the Board of Elections
- Return all the ballots and election supplies to the designated location after the polls close

# Types of Inspectors

There will be one or two  
***VOTING SYSTEM SPECIALISTS*** at every site.

The specialists responsibilities are:

- Must be willing to travel
- Arrive 1 hr before the polls open
- Locate the Ballot Box key and statement of canvass form (located in the lowest district black suitcase)
- Open and close the voting machine
- Assist voters with the machine if asked. You only need to approach the Imagecast if a voter requires assistance.
- Handle any machine failures during the day
- Fill in where needed with processing the voter
- Complete the Statement of Canvass
- Record the seal number from the back of the ADA Blank Paper envelope **ONLY IF YOU HAVE A BMD VOTER**

# Types of Inspectors

## ***Regular Inspectors responsibilities are:***

- Arrive ½ hr before the polls open
- Processing the voters
  - Locating voters name in poll book
  - Assigning a stub # to the voter
  - Ballot distribution and accountability (Only 1 booklet of ballots should be on the table at a time)
  - Affidavit and Court order voting
  - Spoiled/Replacement Ballot
  - Be sure to remind voters to completely fill in the circles on the ballot

These inspectors will receive no additional machine training.

# Types of Inspectors

There is no guarantee you will be assigned to the position you may have signed up for.

When working at a site **without** a polling site manager, **ONE of the inspectors from the SITE** will be required to return all the election supplies **in the black suitcase(s) for that site**. This person is called a chairperson and will be paid **\$25.00**.

Because of the nature of the voting system, not every election district will have 4 Inspectors assigned to it. You must make sure to share inspectors from table to table to ensure at least 1 Republican and 1 Democrat is present at all times.

**Election Inspectors are appointed by polling site not election district.**

# Opening the Polls

- General Election Polls Open at 6:00 A.M. - Primary Elections at 12 Noon.
- Inspectors are to arrive at the assigned site as follows:
  - **Poll Site Managers/Voting System Specialists – 1 hour before**
  - **Regular Inspectors – 30 minutes before**
  - **Work together as a team - there must be at least ONE inspector from each political party before you can start to open the polls. Call the Board of Elections immediately if an inspector is missing. Please have the name(s) and party(s) of the inspector(s) that are at the polling site. Call back if missing inspector shows up to work.**

# First thing in the morning

## Check the Following

- Make sure the correct polling location and election district is on the front of the black suitcase.
- There will be one suitcase for each election district.
- Open the suitcase by breaking the plastic tab in the lock. Turn the end of the lock to release the seal to open the lock. Record the plastic seal number on the Ballot Transmittal Form.
- Open the black suitcase and remove the green canvass bag.
- Make sure the **Town / Ward and Election District** on the front of the green canvass bag is for your election district.

## First thing in the morning

- Remove all of the supplies from the **green** canvass bag and verify the **Town/Ward and Election District**:
  - ✓ **Poll Book**
  - ✓ **Clear Plastic Folder w/ Statement of Canvass and Ballot Box Door Key and a coin envelope with the black suitcase seal (in lowest district only). Give this folder to the Voting System Specialist**
  - ✓ **Street Finder (General Election Only)**
  - ✓ **Ward/Election District Sign**
  - ✓ **City/Town Return of Supply Form**
  - ✓ **Polling Place Evaluation Form (General Election Only)**
  - ✓ **Sample Ballots**

# Ballot Transmittal and Reconciliation

- *Remove the stubbed /affidavit ballots and Ballot Transmittal Form from the blue canvass bag located in the Imagecast Ballot Box.*
- *Make sure to check for the correct election district.*
- *The Voting System Specialist will give the ballots to the Regular Inspectors at the appropriate district table.*

# Ballot Transmittal and Reconciliation

- *Record the following information in the Section of the Ballot Transmittal/Reconciliation Form:*

## **Black Suitcase Seal**

- ❖ *Record the opening suitcase number*

## **Affidavit Ballots (Non-Stubbed)**

- ❖ *Record the number of Affidavit Ballots received*

## **Stubbed Ballots**

- A. *Record the number of Ballot Booklets received*
- B. *Record the number of Ballot received*
- C. *Record the number of Spanish Booklets received (if applicable)*
- D. *Record the number of Spanish Ballot received (if applicable)*

## **ADA Paper**

- ❖ *Locate the blank ADA paper in the manilla envelope which is located in the ImageCast Ballot Box – DO NOT OPEN UNLESS NEEDED*

# Black Suitcase Supplies

- Remove all of the supplies from the **side zipper compartment of the black suitcase:**
  - **Map** (lowest district number)
  - **Distance Markers AND Signage** (lowest district number)
  - **ImageCast Voting Instructions** (lowest district number)
  - **Yellow Inspector Folder (to include: Payroll with Chairman form and Manuals and Poll Site Layout)** (lowest district only)
  - **Red Folder Voted Ballots with Write-Ins** (lowest district number)
  - **Manila Folder for Unscanned Emergency Ballots** (lowest district number)
  - **Affidavit Ballot Envelopes**
  - **Spoiled Ballot Envelopes**
  - **Large Manila Envelope for Spoiled Ballots**
  - **Ballot Privacy Sleeves**
  - **Ziploc bags with supplies**
  - **Voter Registration Forms**
  - **Jr. Paper Pad**

- **Supply Bags**

- Post-It note tablet
- Black Pens ONLY
- Envelope of tacks
- Envelope of paper clips
- Tape
- BOE Referral Cards
- Masking Tape
- Scissors (Lowest District only)

# Black Suitcase Supplies

## Green Canvass Bag

- Ward/Election District Sign
- Poll Book
- City/Town Return of Supply Form
- Polling Place Evaluation (General Election only) (Lowest District only)
- Street Finder (General Only)
- Clear Plastic Folder
- Sample Ballots

## Clear Plastic Folder

- Statement of Canvass for Imagecast
- Ballot Box Door Key (Lowest District only)
- Envelope with closing seal for Black Suitcase

## Blue Canvass Bag

- Imagecast Stubbed Ballots
- Affidavit Ballots
- Poll Site Ballot Transmittal/Reconciliation Form

## Black Suitcase

- Green Canvass Bag
- Red Memory Card Case (Side pocket on County Seal side of suitcase) (Lowest District Only)

# Black Suitcase Supplies

- If you have more than one district in your site, only one suitcase will contain signage, maps and the ballot box door key (lowest district number).
- Sample ballots and the diagram of the voting instructions must be posted near the voters waiting in line
- **Call the Board if anything is missing...before the polls open.**

# Arrangement of the Polling Site

The Voting System Specialists and the Poll Site Managers are provided with the proper layout of each polling place. The diagram of the polling place is located in the yellow inspector folder in the lowest district.

Voting booths should be positioned so that no one can see how the voters casting their ballot are voting. **The biggest complaint we have from voters is the lack of privacy.**

Make sure the monitor on the BMD side of the Imagecast is turned in the direction to give the voter the privacy needed when voting.

# Arrangement of the Polling Site

**This is the Privacy Booth.**

**You need to arrange the privacy booths to service the privacy of the voter.**



**These Privacy Booths will also replace the American Flag at every polling place since they have the American Flag displayed on it's side.**

**Privacy Booths can be stand alone, double stand alone or table top. You will also have a ADA Privacy Booth.**

# Arrangement of the Polling Site

These are NEW LAMINATED signs. They are to be returned with the tape removed at the end of the day.

Post Distance Markers 100 feet from site entrance. **No campaigning is allowed within this 100-foot area.**

**Post the Polling Site sign outside** of the building to assist voters in locating the voting site.

Bumper stickers, hats, buttons, shirts all that....not allowed.



# Opening of Polls

*2 Republican and 2 Democrat Inspectors must sign the following:*

- ***Poll Site Ballot Transmittal/Reconciliation Form***
  - *Will be found in the blue canvass bag inside the Imagecast Ballot Box with the ballots*
  - *Verify and record number of stubbed ballot booklets and total ballots received*
  - *Verify and record number of affidavit ballots received*
  - *Record seal number from the black suitcase*
- ***Statement of Canvass (Verify Poll Site)***
  - *Will be found in the clear plastic folder in the green canvass bag*
  - *Record all seal numbers on the Imagecast*

# Poll Watchers

**Must present a Poll  
Watcher's Certificate.**

*Who can be a Poll Watcher?*

**Any qualified voter in the County.**

**Candidates can NOT be a  
poll watcher.**

**WATCHER CERTIFICATE**  
FOR USE ON ELECTION DAY  
Section 8-500, Election Law

I/We, the undersigned, being \_\_\_\_\_ (chair/candidates)  
of the \_\_\_\_\_ party, do hereby appoint  
(political party/independent body)  
\_\_\_\_\_ county of \_\_\_\_\_  
(watcher's name)  
to be a watcher for the election to be held on \_\_\_\_\_ in the  
(date of election)  
\_\_\_\_\_ election district, in the \_\_\_\_\_ ward (if applicable) of the town,  
city, or village of \_\_\_\_\_, or the \_\_\_\_\_ Assembly District  
in Nassau County or the City of New York.

\_\_\_\_\_  
Signature Title

**GUIDELINES**

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.

(3/94) c:\file\form\watcher2

# Poll Watchers

## Poll Watchers MAY:

- Arrive 15 minutes before to witness the opening of the voting machine
- Challenge Voters
- Observe proceedings
- Be given information as to who has voted, ***provided it does not interrupt the proceedings***
- Observe the canvass and tally at the end of the day

## Poll Watchers may NOT:

- Electioneer
- Disrupt the proceedings
- Sit at the Inspector Table, ***they are NOT a member of the Inspector Team***

# Candidates

## ***Candidates MAY:***

- Observe the opening of the Polling Place
- Observe the canvass and tally at the end of the day

## ***Candidates MAY NOT:***

- Electioneer within the distance marker, which is 100 feet from the OUTSIDE entrance to the polling place
- Disrupt the proceedings
- May **not** serve as an Election Inspector at a Poll Site where their name appears on the ballot

# VOTING

Polling Site Managers and Voting System Specialists should open and prepare the Imagecast Voting System for voting. The Regular Inspectors should set up the table for voter sign in and ballot distribution. If there is a disagreement, the majority rules. If you can't agree on something. Call the Board of Elections.

**Two Inspectors, one from each political party**, should jointly supervise verifying voter sign in at the inspector's table.

When a person approaches the Inspectors' table, complete the following steps:

- **Greet the Voter**
- **Ask the voter his or her name**, Party Enrollment (*if Primary*) and residence address. You should repeat the persons name and address.

# VOTING - The Poll Book

Check the Poll Book to determine if the voter is ELIGIBLE to vote. ***(During a primary election, look in each parties poll book for the voters name.)*** Do NOT give a voter a stubbed ballot if they are not registered to vote from that election district, **Call Board of Elections.** Once you have found the voter by name in the poll book, confirm the voter's address to what is printed in the book.



# Processing Voters

Turn the book toward the voter and have them sign in the space provided. **Compare this signature to the original, pre-printed signature.** If the signatures match, the Election Inspectors must initial in the space provided to the right of the page next to voter's name, address, etc. Place the stub number in the space provided (to the left of the barcode).

Washoe County Board of Elections  
Full Book Entry For 11/03/2012 General Election  
Town - Salton District 000

Voter ID	Name	Address	APR	DOB	Reg. Date	Stub	Stamp
022131	GORMEL, JOSHUA	194 LAKE DR	DOB	03/24/1997	03/03/2012		
000785	GOBBEL SARAH A	880 WYOMING BLVD. SAC	DOB	09/01/1982	11/16/2011		
000700	GRAHAM SHERLEY A	404 WINE ST Apt 10	DOB	02/02/1963	03/03/2012	138	SK
032293	GRAVIA DANIEL W	100 N WILSON ST Apt 1000	DOB	11/03/1989	03/03/2012		
031938	GRAY-MCLAUGHLIN JOYCE	606 WINE ST	DOB	04/01/1968	04/17/2010		
001678	GRINELL, CYNTHIA J	200 PINE ST	DOB	02/16/1961	04/03/2010		

## Processing Voters

- Rip off a ballot at the perforation of the ballot book and place in a ballot privacy sleeve.
- Give the voter a black pen and tell them to fill in the small ovals completely. **In a General Election remind the voter of any propositions on the back of the ballot.** If they wish to do a write-in, they should place the name in the write-in square at the bottom of the ballot.
- Direct the voter to a privacy booth, so they can vote their ballot.
- Do NOT remove any ballot from the ballot book until a voter is present.
- Remember that you have a magnifying glass and/or a magnifying sheet. These should be placed on the table and made available to the voters.

## Processing Voters

- The Imagecast offers the option to visually review a ballot. **The voter must request a review to an inspector prior to inserting their ballot into the scanner!!** The Voting System Specialist can set up a **ballot review** for them. Once a review is set up for the voter, their selections will be displayed on the small LCD screen above the Cast and Return buttons.
- Once the voter has completed their ballot they should be directed to the **scanner** to scan their own ballot. Do not stand where you can see their ballot.
- Have the voter return the pen and ballot privacy sleeve to you, after they scan their ballot.

# Processing Voters

- If the voter requests a new ballot because of a mistake made while filling out their selection, the voter shall return to the inspector table.
  - Have the voter write the word **spoiled** across the face of the ballot and place it in the spoiled ballot envelope.
  - Be sure to write the Town/Ward and District Number on the spoiled envelope.
  - The inspector will place the spoiled envelope in the large manilla envelope.

# Processing Voters

- The inspector shall find the voter's name in the poll book and record the stub number for the second ballot near the stub number for the original ballot.
- The inspector shall also check the **replacement box** on the stub of the ballot. Never give a voter a new ballot until they have returned the spoiled ballot.
- A voter is allowed to spoil two ballots – the third ballot a voter is given is the last.
- If a voter has returned for a third ballot, you may want to offer to assist them. Remember, if you do, it must be 1 Democrat and 1 Republican.
- If the ballot does not scan, place the ballot in the **EMERGENCY BALLOT BOX**.

## Processing the Voter – BMD Ballot

- *Locate the voter in the poll book following the usual procedure.*
- *Give the voter a blank ADA sheet of paper*
- *On the front of the ADA Paper Envelope record the voter's election district. Record the number of the ADA sheet of paper (ie: BMD#1) next to the voter's name in the pollbook*
- *Instruct the voter to go to the Voting System Specialist at the machine who will insert the ADA paper into the printer.*
- *The Voting System Specialist will set-up an **Audio Session** on the Ballot Marking Device and assist the voter as necessary.*
- *Once the ballot is printed, the voter will insert it into the scanner which is located on the opposite end of the Imagecast.*

# Name and Address Changes within the Election District

- Name change – Have voter sign previous name over the existing signature in the poll book. Then have them sign their **NEW NAME** in the box.
- Address change – Check the street finder. Locate the street address in question. If the voter's new address is in your district, change the address in the poll book and let them vote on the Imagecast machine with a stubbed ballot. If the new address is not in your district, do not let the voter vote. Call the Board of Elections or give them a white inquiry card to call the Board of Elections.
- **Name and Address changes should be recorded on the challenge report.**



# Voter Inquiry Card

***Any Questions?  
call***

***The Onondaga County  
Board of Elections***

***435-VOTE or  
435-3312***

*Street Address:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Polling Place Location:* \_\_\_\_\_

\_\_\_\_\_

*Ward/Town:* \_\_\_\_\_ *ED:* \_\_\_\_\_

## VOTING - Poll Book

If the voters name has the instructions of “**ID Required**”, you will have to request ID from the voter prior to allowing them to vote on the Imagecast voting machine. Types of ID which are acceptable are listed on the inside of the front cover of the poll book. Write the proof of ID above the voters signature (example; Drivers license number or last four digits of voters social security number). If they do not have the accepted form of ID, they will be required to vote by **Affidavit Ballot** and mark the envelope where indicated in Part B or seek a court order.

# VOTING - Poll Book

Geodaga County Board of Elections  
Poll Book Report For 11/02/2010 General Election  
Town - Saline      District 006

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DEL - DER

Voter ID	Name	Address	APY	DOB	Reg Date	
094281	DELONG, ALFRED H	856 VINE ST Apt 24D	REP	01/07/1947	02/29/1988	
	<i>Alfred H DeLong</i>	<i>Alfred H DeLong</i>	Stab			58
			Insp			514
1062475	DENARDO, MICHAEL A	108 SALINA ST Apt W-2	IND	08/30/1980	07/06/2010	
	<i>Michael Denardo</i>	<i>Michael Denardo</i>	Stab			170
			Insp			Dk
CG8720	DENEVE, SHIRLEY A	850 VINE ST Apt 210	CON	08/30/1948	12/19/1978	
	<i>Shirley A. Deneve</i>	<i>Shirley A. Deneve</i>	Stab			40
			Insp			RR
1024682	DENNISTON, CHRISTOPHER C	101 CLEVELAND ST	BLK	05/26/1984	08/27/2007	
	<i>CCD</i>		Stab			
			Insp			
857419	DEROSE, NICHOLAS F JR	208 FOURTH ST	DEM	04/21/1950	12/08/2004	
	<i>Nicholas F Derosé</i>	<i>Nicholas F Derosé Jr</i>	Stab			227
			Insp			Dk
1023411	DEROSE, YOLANDA D	208 FOURTH ST	DEM	10/02/1950	11/05/2008	
	<i>Yolanda D. Derosé</i>	<i>Yolanda D. Derosé</i>	Stab			226
			Insp			Dk

DEL - DER

# Emergency Ballots

ONLY when the Imagecast breaks down should you follow this procedure:

- Use the same Stubbed Ballot that the regular voter uses.
- Place a check mark in the Emergency Box on the ballot stub.
- Record the Stub Number in the poll book, just like any other voter.
- Have the Voter sign the poll book signature box.
- Voter goes to vote their Stubbed Ballot.

## Emergency Ballots continued:

- The Voting System Specialist unlocks the Emergency Ballot Box door (below the scanner).
- The **Voter** places their completed ballot into the **Emergency Ballot Box.**
- Call the Board of Elections and a custodian will be dispatched to your site.
- Should the Imagecast get fixed, the Voting System Specialist secures the Emergency Ballot Box and the Voters resume scanning their own ballots.

## Emergency Ballots continued:

- The Voting System Specialists (a Democrat and a Republican) will scan the VOTED Emergency Ballots once the polls are closed and the last voter has voted, but **BEFORE THE MACHINE IS CLOSED and SHUT DOWN.**
- If the Imagecast has not been repaired, the voted ballots are placed in the manilla **UNSCANNED EMERGENCY BALLOT** folder and returned to the Board of Elections.

# Absentee Ballots

Occasionally, circumstances will change and the voter who has cast an Absentee Ballot prior to Election arrives at the polling place to vote in person. They must be allowed to vote on the Imagecast voting machine with a stubbed ballot, but the Inspectors must:

1. Find the voter's name in the poll book. Printed in the signature box will be the words **VOTED ABSENTEE**.

General Voting stubs to be returned  
Poll Book Report For 11/20/2012 General Election  
Precinct - 021010      Session 021

PRECINCT	NAME	ADDRESS	CITY	STATE	REG. DATE	STATUS
021010	McMANIS, EDWARD F	114 BROADWAY DR	080	08132/1904	12/01/1971	
	<i>Edward F. McManis</i>					VOTED ABSENTEE
021010	MEANY, BRIAN J	114 BROADWAY DR	080	08132/1904	01/04/1980	
	<i>Brian J. Meany</i>					<i>221</i> <i>BR</i>
021010	MEANY, ELEMETHA	114 BROADWAY DR	080	08132/1904	04/09/1982	
	<i>Elemetha A. Meany</i>					<i>25</i> <i>EE</i>
021010	MEINHARDT, MICHAEL	114 BROADWAY DR	080	08132/1904	06/04/1984	
	<i>Michael A. Meinhardt</i>					
021010	METALLO, DEBORAH A	214 BROADWAY DR	080	08132/1904	10/12/1964	
	<i>Deborah A. Metallo</i>					<i>18</i> <i>DB</i>
021010	METALLO, MARK A	214 BROADWAY DR	080	08132/1904	01/07/1961	
	<i>Mark A. Metallo</i>					<i>181</i> <i>MC</i>

# Absentee Ballots

2. Have the voter sign their name in the signature box of the poll book following the normal procedure.
3. The voter is then allowed to vote on the Imagecast voting machine with a stubbed ballot.
4. Once the voter has left the polling place, **the Inspector MUST call the Board of Elections at 435-3312 with the Voter's Name, Ward or Town and Election District Number.**

The Board of Elections will then pull the voter's voted absentee ballot, so that it is not opened and counted.

A voter may drop off a voted absentee ballot at any polling place. Return these voted ballots with the supplies at the end of the night.

**ABSENTEE BALLOTS are counted electronically at the Board of Elections**

# Affidavit Ballots

An **affidavit ballot** is a special non-stubbed paper ballot which, once voted, goes into a special envelope which must be accurately and completely filled out by the voter.

**These ballots are not opened on election night, because the Board of Elections must do additional research** before determining if this voter is eligible to vote in this election.

*Do Not Open  
Affidavit Ballots.*



**Affidavit ballots should** be used by any voter whose poll record is missing and who claims to be a registered voter in your election district. In Primaries they are also used when a voter claims to be enrolled in a political party other than the one indicated on the poll book.

# Affidavit Ballots

**Affidavit ballots** may also be used when a person is currently registered in the county, **but has recently moved into your district.**

**If any of these situations arise, have the voter read the “Notice to Voters” form, which outlines the voter’s legal options.**

NOTICE TO  
PERSONS WHOSE REGISTRATION POLL RECORD CANNOT BE FOUND OR,  
IN THE CASE OF A PRIMARY ELECTION, WHOSE POLL RECORD DOES NOT  
SHOW ENROLLMENT IN THE PARTY IN WHICH THE VOTER CLAIMS TO BE  
ENROLLED

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If your poll record is missing from the poll book or your poll record does not show that you are enrolled in the party in which you claim you are enrolled, you may seek to vote by one of the following methods:

1. **Affidavit Ballot** - If you are able to swear under oath that you live in the election district in which you are seeking to vote, (in primary election - also enrolled in the appropriate party) the election inspectors will give you a paper ballot on which to cast your vote. You will then place the voted ballot in an envelope, seal, sign and date the envelope. This is your Affidavit. The envelope will be returned, **UNOPENED**, to the Board of Elections. If the Board determines that you are a proper voter of that election district, your ballot will be counted.
2. **Court Order** - You may seek to obtain a court order directing the election inspectors to allow you to vote on the voting machine. Your Board of Elections will be able to tell you where a Justice of the Supreme Court or a County Judge can be found. The Board of Elections' phone number is 435-3342.

COMMISSIONERS OF ELECTIONS  
ONONDAGA COUNTY

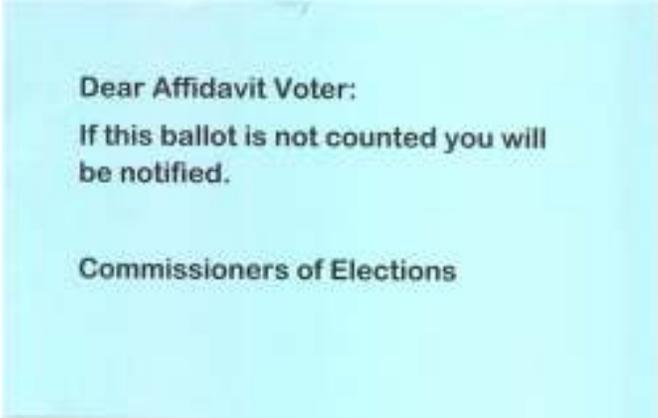
# Voting by Affidavit Ballot

- ✓ A voter's poll record may be "missing" from your set of records because the ***voter actually is registered in a different district, or is currently INACTIVE in the voter system.*** If you believe this is the case, check the other ED'S in your polling site. If the voter is NOT found, then give the voter a white inquiry card and direct them to call the Board of Elections to find the correct polling location or call the Board of Elections if you have time.
- ✓ **DO NOT GIVE A VOTER AN AFFIDAVIT BALLOT UNTIL YOU OR THE VOTER SPEAKS TO THE BOARD OF ELECTIONS.**

# Voting by Affidavit Ballot

Each affidavit voter is given:

- Notice to affidavit voters
- Affidavit ballot envelope
- Non-Stubbed Affidavit ballot



Dear Affidavit Voter:  
If this ballot is not counted you will  
be notified.

Commissioners of Elections

# Voting by Affidavit Ballot

When a person decides to vote on an affidavit ballot, **have the voter complete the affidavit envelope, including all necessary information on the voter's qualifications. Any information missing from the envelope may prevent the Board from counting this voter's ballot.**

If the voter has no ID with them, make sure to mark **Box B.**



The image shows a sample of an Affidavit Oath form for Onondaga County. The form is titled "Affidavit Oath" and "Onondaga County". It contains several sections for the voter to provide information and check boxes for qualifications. The sections include:

- Affidavit Oath:** A section for the voter to provide their name, address, date of birth, and party affiliation.
- Qualifications:** A section for the voter to check boxes indicating if they are a citizen of the U.S., at least 18 years old, and a resident of the county.
- More information:** A section for the voter to provide their telephone number, email address, and address where they receive mail.
- Voting history:** A section for the voter to indicate if they have voted before and if their address has changed.
- Identification:** A section for the voter to indicate if they have a New York State ID or a Social Security number.
- Political party:** A section for the voter to indicate if they intend to vote in a political party and to select their party.
- Signatures and Date:** A section for the voter to sign and date the affidavit.
- Ballot Information:** A section for the voter to provide their Town/City, AD/Ward, and Election District.

# Voting by Affidavit Ballot

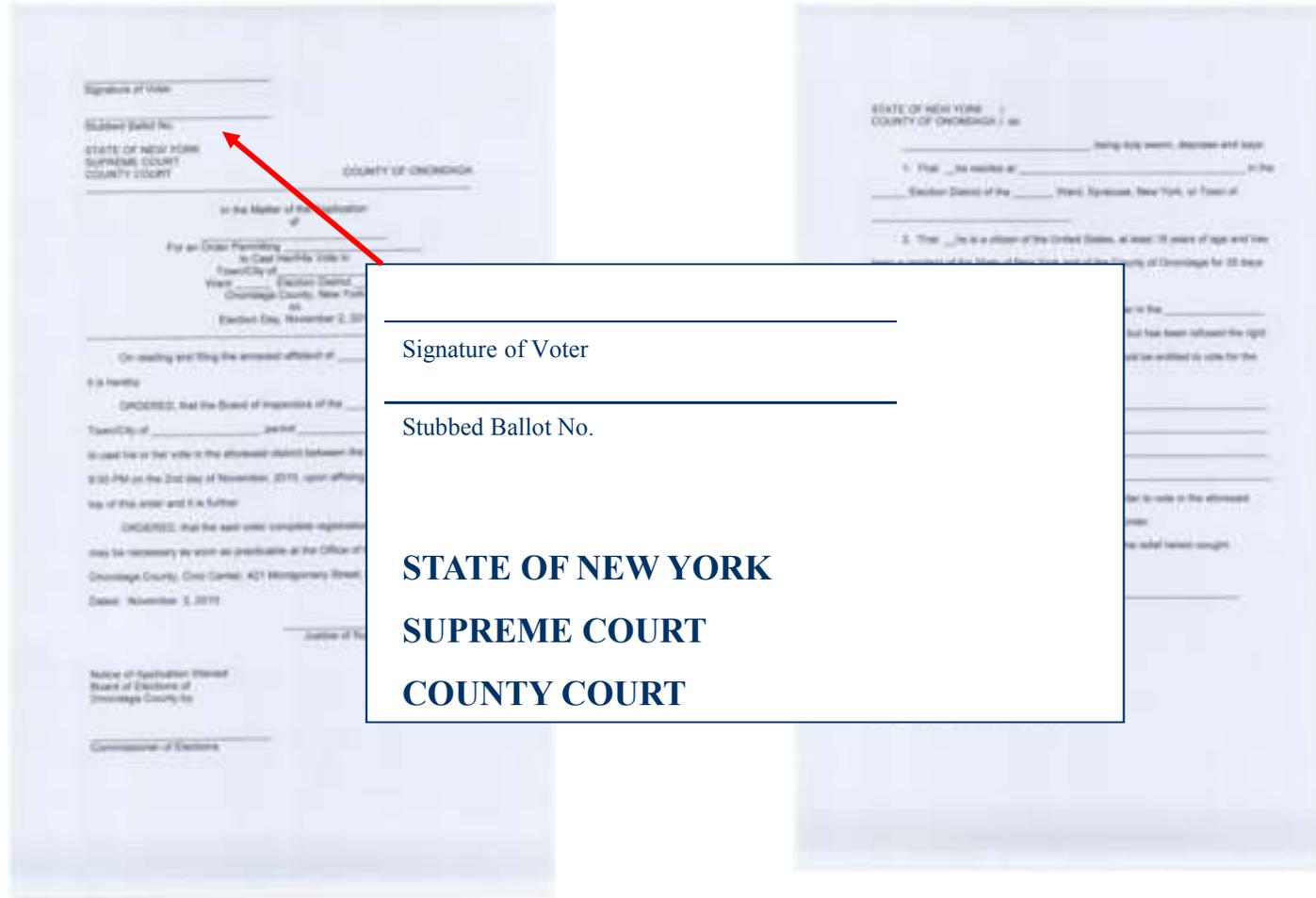
- ❖ **Direct the voter to the privacy booth to privately mark the ballot, fold it, and seal it in the affidavit envelope. No other materials can be enclosed in this envelope.**
- ❖ Make sure the **voter signs the affidavit on the front of the envelope** or the vote will not be counted!
- ❖ **Record voter's information on the challenge report** located in the back of the poll book under section IV (affidavit/court order)
- ❖ **Inspectors no longer need to sign the Affidavit Envelope.**
- ❖ **Do not make any marks on back of envelope**

# Court Orders

- A voter may apply for a court order for a number of reasons. Usually it is because they are not registered or have missed the registration deadline.
- When a voter comes to your polling location with a court order:
  - The voter must sign the top of the court order.
  - Record the stubbed ballot number.
  - The voter votes on a **STUBBED** ballot and then scans their ballot into the ImageCast.
  - Record the voter's information on the challenge report located in the back of the poll book under section IV (affidavit/court orders).
  - Return the court order with the election night supplies.

**NOTE: Court Orders DO NOT vote an Affidavit Ballot**

# Court Order



# Providing Assistance To Voters

The following suggestions will help you provide assistance to voters. Remember that voters requesting assistance must be treated with genuine politeness and helpfulness:

Any voter who requires assistance to vote may request help from the Board of Inspectors. The voter may get help from someone other than the Inspectors, but that person cannot be the voter's employer or union agent.

A voter can be assisted if he or she:

- Cannot read or write;
- Does not speak or read English;
- Cannot see, even with eyeglasses the names on the ballot;
- Is disabled and cannot operate the voting machine or complete a paper ballot. An individual may request assistance, even if they do not appear to have a disability. People may have sensory, cognitive or hidden disabilities and anyone within those categories may need assistance. An individual may request assistance, even if they do not appear to have a disability.

# Providing Assistance To Voters

If a voter requests assistance from the Board of Inspectors:

- The needed assistance should be provided in a way that will guard the voter's privacy, but not influence the vote. Therefore one Democrat and one Republican should assist together.
- Enter the name and address of the voter that received assistance, along with why they needed assistance and the name and relationship of the person providing assistance in Section III of the Challenge Report.

# Challenge Report \*

SECTION I NAME OR ADDRESS CHANGE	SECTION II CHALLENGES	SECTION III ASSISTANCE PROVIDED	SECTION IV AFFIDAVIT BALLOTS/COURT ORDERS
NAME: _____ ADDRESS: _____	NAME: _____ ADDRESS: _____	NAME: _____ ADDRESS: _____	NAME: _____ ADDRESS: _____
SERIAL# _____ NEW NAME _____ NEW ADDRESS _____	REASON FOR CHALLENGE _____	SERIAL# _____ REASON FOR ASSISTANCE: _____ PERSON PROVIDING ASSISTANCE _____ NAME _____ RELATIONSHIP TO VOTER _____	SERIAL# _____ Check One: AFFIDAVIT BALLOT <input type="checkbox"/> OR COURT ORDER <input type="checkbox"/>
NAME OR ADDRESS CHANGE NAME: _____ ADDRESS: _____	CHALLENGES NAME: _____ ADDRESS: _____	ASSISTANCE PROVIDED NAME: _____ ADDRESS: _____	AFFIDAVIT BALLOTS/COURT ORDERS NAME: _____ ADDRESS: _____
SERIAL# _____ NEW NAME _____ NEW ADDRESS _____	REASON FOR CHALLENGE _____	SERIAL# _____ REASON FOR ASSISTANCE: _____ PERSON PROVIDING ASSISTANCE _____ NAME _____ RELATIONSHIP TO VOTER _____	SERIAL# _____ Check One: AFFIDAVIT BALLOT <input type="checkbox"/> OR COURT ORDER <input type="checkbox"/>
NAME OR ADDRESS CHANGE NAME: _____ ADDRESS: _____	CHALLENGES NAME: _____ ADDRESS: _____	ASSISTANCE PROVIDED NAME: _____ ADDRESS: _____	AFFIDAVIT BALLOTS/COURT ORDERS NAME: _____ ADDRESS: _____
SERIAL# _____ NEW NAME _____ NEW ADDRESS _____	REASON FOR CHALLENGE _____	SERIAL# _____ REASON FOR ASSISTANCE: _____ PERSON PROVIDING ASSISTANCE _____ NAME _____ RELATIONSHIP TO VOTER _____	SERIAL# _____ Check One: AFFIDAVIT BALLOT <input type="checkbox"/> OR COURT ORDER <input type="checkbox"/>
NAME OR ADDRESS CHANGE NAME: _____ ADDRESS: _____	CHALLENGES NAME: _____ ADDRESS: _____	ASSISTANCE PROVIDED NAME: _____ ADDRESS: _____	AFFIDAVIT BALLOTS/COURT ORDERS NAME: _____ ADDRESS: _____
SERIAL# _____ NEW NAME _____ NEW ADDRESS _____	REASON FOR CHALLENGE _____	SERIAL# _____ REASON FOR ASSISTANCE: _____ PERSON PROVIDING ASSISTANCE _____ NAME _____ RELATIONSHIP TO VOTER _____	SERIAL# _____ Check One: AFFIDAVIT BALLOT <input type="checkbox"/> OR COURT ORDER <input type="checkbox"/>

The Challenge Report is found in the BACK of the printed poll book. It is used to report:

- o Name or Address Changes
- o Voters who have been Challenged
- o Voters who have been Assisted
- o What kind of assistance was provided?
- o \*Relationship to Voter\*
- o Voters who have voted by Court Order or Affidavit Ballots



**ALL INSPECTORS MUST SIGN THE LAST PAGE OF THE CHALLENGE REPORT IN THE POLL BOOK.**

# Closing the Polls and Canvassing the Vote

**At 9:00 P.M. the Polling Site Manager or chairperson announces that the polls are closing.**

- Any person in line at the time of the announcement has the right to vote
- Place an inspector behind the last person in line to ensure no one else gets in line
- Only after the last person votes can the poll closing procedures begin
- Remember to return the Ballot Box Key and the Security Key in the magnetic bag
- Remember to return Pollworker Memory Card in the **RED** canvass pouch to:
  - **CITY – The Board of Elections**
  - **TOWN – Will be picked up at your site by a memory card runner**
- Return all supplies to the designated location after the polls are closed

# After the Polls Close

## On the Ballot Transmittal/Reconciliation Form

Record the following:

### Affidavit Ballots (Non-Stubbed)

1. Record the number of Used Ballots
2. Record the number of Spoiled Ballots
3. Record the number of Unused Ballots (Total of Received at the Opening of the Polls **LESS** Used and Spoiled)

### Stubbed Ballots

1. Record the number of Scanned Ballots on the Imagecast from the close of poll tape
2. Record the number of Spoiled Ballots
3. Record the number of UNSCANNED Emergency Ballots (if any)
4. Record the number of Unused Ballots (Total of Received at the Opening of the Polls **LESS** Scanned, Spoiled and Emergency)
5. Record the number of the last open booklet at the close of the polls

### ADA Blank Paper Envelope (ONLY IF OPENED)

Throughout the day you should have recorded the sheet number and election district for each voter in the spaces provided

1. Record the seal number and number of blank sheets of paper received
2. Record the number of Voted Ballots
3. Record the number of Spoiled Ballots
4. Record the number of Unused Paper (Total of Received at the Opening of the Envelope **LESS** Used and Spoiled)

# Returning Election Supplies

- If you have **ONE IMAGECAST**, place all **VOTED** Ballots into the Blue Canvass Bag from the lowest district number
- If you have **MORE THAN ONE IMAGECAST** then follow the same procedure using the next highest district number. **DO NOT MIX VOTED BALLOTS FROM ONE IMAGECAST WITH THE OTHER IMAGECAST BALLOTS.**
- Place all **UNUSED** ballots in the Blue Canvass Bag from the appropriate district number
- Place the Blue Canvass Bag inside the **BLACK** Suitcase from the appropriate district
- Return the **BLACK** Suitcase(s) to the designated location

# Election Results

## CITY POLLING PLACES:

The Poll Site manager or chairperson will return the ballots, memory card, results tape and other supplies to the Board of Elections Office.

## TOWN POLLING PLACES:

The Voting System Specialists should power down the Imagecast, remove the memory card for the entire polling site from the Imagecast and place it in the red memory card pouch, seal the pouch and give it to the Memory Card Runner or Voting Machine Technician. The Memory Card Runner will be wearing a name tag.

**Please do NOT lock the doors before the memory card runner arrives.**

The Poll Site manager or chairperson will return the supplies to the designated location.

# Reminder Checklist and Final Notes

Before leaving the polling site, be sure you have:

- Filled out all documents correctly;
- Correctly dated all poll records;
- Signed all Reports;
- Secured all notes written throughout the day concerning election day events, situations, breakdowns, etc. Attach them to your Challenge Report.
- Removed Pollworker memory card from the ImageCast **after** the machine has been properly turned off.



Check list of supplies to be returned must be filled out. All items on the check list must be returned in the green canvass bag and the black suitcase.

## Emergency Procedures For The Poll Site

Safety – both yours and the voters must always be the first priority:  
In case of an emergency that interrupts voting at the polling site, the Polling Site Manager or Chairperson must:

- Call your County Board to notify them of the emergency situation at your site as soon as it is safe to do so.
- After conferring with your County Board, building personnel and, if necessary, emergency services personnel, assess the situation and determine if it is possible to move the voting machine, signage, supplies, etc. to another room on the premises or to a nearby site to permit voting to continue.
- If you can safely relocate the voting equipment and materials to another suitable room, do so. If you cannot, consider whether you can move paper ballots, poll books, signage, supplies, etc. to the safe room/site so that voting can continue on an emergency basis.

## Emergency Procedures Continued:

- IF THE POLL SITE MUST BE VACATED, the Polling Site Manager or Chairperson, working in conjunction with emergency personnel must make certain that everyone gets out safely. If the site must be vacated and there is NO IMMINENT DANGER to personal safety, the Polling Site Manager or Chairperson should attempt to protect the integrity of the voting process and voting materials as much as possible, by doing the following:
  - Close the polls, print a close poll tape and shutdown the voting system.
  - Gather and secure the following: voter registration poll book, all stubbed ballots, all voted affidavit and emergency ballots, payroll sheets and close poll tape. Place these items in the Blue Bag and then in the Black Suitcase.
  - Make sure to take the ballot box key and security key with you.
  - When a site must be evacuated, it is recommended that a running total of the number of voters that voted in an election and the totals of voted emergency and affidavit ballots be maintained throughout the day so that it will be easy to determine if any tampering occurred after the evacuation of the site.

# Glossary of Terms

- **Absentee Ballot** – Paper ballots voted prior to Election Day. May be delivered by voters to the polls on Election Day.
- **Affidavit Ballot** – Used when a voter's name is **NOT** in the Poll Book. Check other election districts in your site.
- **Challenge Report** – Court orders, assisted voters, affidavit voters, and name and/or address changes on this report.
- **Court Order** – A voter goes to a Judge to get this document that allows them to vote with a stubbed ballot even though their name doesn't appear in the poll book.
- **Electioneering** – Anything that promotes a candidate (Political buttons, T-Shirts, Campaign Signs).
- **Poll Book** – Voter signs their name in this before being allowed to vote on the machine.
- **Street Finder** – List of street addresses.
- **Watcher's Certificate** – Poll Watchers must present this to Inspectors.
- **Write-in Vote** – Candidate not on ballot.

# Concerns and Problems from PAST General Elections -

- **LACK of TEAM WORK**
- **NO Use of rubber stamps**
- Power of Attorney (POA) not allowed to sign for voter
- Voter who is unable to sign
  - Voter must make their mark “X” **OR**
  - Inspectors write ***Unable to Sign*** in signature box
- MISSING Inspector Initials in the poll book
- MISSING Stub Numbers in the poll book
- **BLACK INK – NO PENCIL!**
- **DO NOT WRITE OR MARK ON ANY PAPER BALLOT!**
- **PRIVACY!**

# Concerns and Problems from PAST General Elections – con't

- **Lack of carefulness in comparing voter's names (father and son with same name)**
- **Making voter with Court Order use an Affidavit Ballot!**
- **Inspectors NOT completing all paperwork**
- **Writing on Signage and Privacy Sleeves (\$1.50 each)**
- **Not returning the large town/ward maps (\$14.00 each)**
- **DO NOT tape objects to the pens**
- **Keeping a tally of names is NO longer necessary**
- **Name change can be done in poll book**

# Concerns and Problems from PAST General Elections – con't

- EMERGENCY Ballots vote with a stubbed ballot
- AFFIDAVIT Ballots are different. They are non-stubbed and have their own envelopes.
- COURT ORDERS vote on the ImageCast with a stubbed ballot **ONLY**
- **DO NOT** direct voters to the wrong polling place
  - Be sure to check other districts within the polling site
  - Check the Street Finder
  - Use the White Inquiry Card!